

## **EDUCATION AND CAREER ADVISOR**

JVS seeks an **Education and Career Advisor** works collaboratively with each member of the Hyde Park ESOL team to provide educational services to immigrants, refugees and others who must overcome a language or educational barrier in order to take their next step in obtaining new skills, a job or promotion, or further their education. The Education and Career Advisor coordinates and administers the goal setting process and measures student progress throughout the year; provides assistance to students with barriers to attendance; maintains all records of educational activities and student progress; and counsels students on next steps, including furthering their education and/or training as well as job placement and advancement. This position works in three sites in Hyde Park.

### **MINIMUM SKILLS AND QUALIFICATIONS (REQUIRED):**

- Two years of experience working with adult learners from diverse cultural, linguistic, and educational backgrounds with multiple barriers to success.
- Two years of experience in counseling, problem solving and crisis management with customers with varying needs.
- Experience with job development and career coaching a plus.
- Familiarity and experience with assessment instruments for ESOL students (BEST, TABE, etc.); familiarity and experience with MA DESE assessment protocols a plus.
- Familiarity with educational, training, and support resources in the Boston area a plus.
- Microsoft Office proficient with strong data entry skills.
- Demonstrated ability to work both independently and as part of a team.
- Effective time management skills and ability to manage multiple tasks efficiently and accurately.

### **EDUCATION REQUIRED:**

BA/BS in Education, Human Services, Counseling or other relevant field strongly preferred, MA/MS a plus.

**JVS CULTURE:** JVS is strongly committed to diversity and a workplace environment that respects, appreciates and values employee differences and similarities. By providing and supporting a work culture that fosters and builds upon diversity and its strengths, JVS will better serve our local communities and continue to provide quality services.

JVS is an employment at-will organization and an equal opportunity employer committed to maintaining a work and learning environment free from discrimination on the basis of sex, race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, JVS prohibits retaliation against an applicant or employee because he or she has engaged in protected activity under the statutes prohibiting discrimination in the workplace.

**APPLICATION:** Please send your cover letter and resume to [resumes@jvs-boston.org](mailto:resumes@jvs-boston.org). Please indicate in your cover letter the source where you saw this posting.